



Okehampton Town Council

Town Hall
Fore Street
Okehampton
Devon
EX20 1AA

01837 53179
townclerk@okehampton.gov.uk

Emma James
Town Clerk

24th June 2019

Dear Councillor

You are summoned to attend a meeting of the Property Committee to be held on Monday 1st July at 7pm in the Council Chamber, Town Hall, Fore Street, Okehampton.

Yours faithfully

Emma James
Town Clerk

AGENDA

Declarations of Interest - Members are reminded that they should declare any relevant interest regarding items on the agenda.

Urgent items - items for information only can be brought to the attention of the Committee at the discretion of the Chairman at the end of the meeting.

No decision can be taken on items not detailed on the published agenda.

1. **Apologies for Absence** - To receive apologies for absence from those Members unable to attend.
2. **Deferment of Business** - For comment by the public.
3. **Members' Questions** - To receive questions from Members regarding the workings of the Committee.
4. **Minutes** - To confirm, approve and sign the minutes of the Property Committee meeting held on 8th April 2019
5. **Matters Arising**
 - 5.1 Water Risk Assessment – To receive an update from the Clerk and note that the water heater feeding the Charter Hall toilets has been replaced
6. **Property & Equipment Repairs and Updates** - Chairman/Clerk to update for information and/or consideration
 - 6.1 New Carlton Cinema – Update on snagging items relating to the refurbishment and reconfiguration of the Foyer and Cinema toilets
 - 6.2 Charter Hall, Cinema and Chair Store Roof – ongoing
 - 6.3 Charter Hall Foyer Lights and Display Screen – To note that the lights are now working
 - 6.4 Charter Hall Foyer Display Screen – To note that the screen is not functioning correctly and to agree a resolution as to action required

- 6.5 To note that the Clerk's old desk has been disposed of
 - 6.6 Carpet Shop and Offices – To note that 2 external windows and the side entrance door have been repainted
 - 6.7 To note that the amplifier in the Charter Hall has been replaced
7. **Bookings** – Summary of Charter Hall hiring's for July and August 2019 for noting
 8. **Council Coffee Mornings** – To consider holding a Council Coffee morning in the Charter Hall
 9. **Water Leak** – To note action taken to confirm whether or not there is a water leak in the vicinity of the Charter Hall Foyer and action taken
 10. **Okehampton Archive Group** – To note that the group is reviewing its sustainability, including the premises it operates from and investigating options for alternative accommodation
 11. **Ocmundtune** – To resolve to agree the ongoing display of artwork by Ocmundtune in the Charter Hall for the foreseeable future with regular changes of the items on show
 12. **Fairplace Toilets** – To receive an update regarding requested financial contribution to the running costs of the facility and agree any response
 13. **Terms of Reference** – To review the Committee Terms of Reference and make recommendation to full Council for ratification
 14. **Members Reports and Requests for Agenda Items** - To receive reports from Members attending other organisations on behalf of the Council:
 - 14.1 Museum of Dartmoor Life (Cllr Goffey)
 - 14.2 Okehampton Carnival Committee (Cllr Holt)
 15. **Payment of Invoices** – To approve payment of invoices as per the schedule

PART TWO

Items which may be taken in the absence of the press and public.

The Committee is recommended to pass the following resolution:-

'Resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of sensitive and confidential information.'

16. **Cinema Lease** – To note that initial correspondence has taken place with the appointed solicitor and a draft lease is awaited
17. **Band Room Window** – To approve a quotation for the external repair and decoration of the window
18. **Fire Alarm System Replacement** – To consider the quotations received for the replacement of the system